

Contractor
Logistics Management Specialist, GS-0346-12/13 Equivalent
Mission Support Section
Division of Civilian Response Operations
Office of the Coordinator for Reconstruction and Stabilization (S/CRS)
US Department of State

Introduction:

This position is located in Mission Support Section, Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DOS). The incumbent serves as a member of a cross functional team involved in the coordination and integration of functions related to deployment of the Civilian Response Corps. The incumbent is responsible for all policies, services, and operating systems needed to support the office's overseas and domestic logistics management operations. The position is under the general direction of the Mission Support Director.

Major Duties and Responsibilities:

- Acts as a single point of contact and intermediary in the Division of Civilian Response Operations to provide logistics services and interface with other agencies and vendors in responding to or resolving complex logistics issues or concerns.
- Provides tracking and status of orders for equipment and services through the use of a variety of information systems.
- Based on the needs of the customer, develops an integrated logistics plan involving elements of Logistics Management in support of their requirements. Monitors the progress toward meeting the logistics plan and identifies the impact of delays or other related problems and takes appropriate action to prevent or overcome such problems as necessary.
- Evaluates plans for providing logistical services for feasibility, efficiency, economy and effectiveness and develops alternative plans as necessary due to delivery/processing delays or changes in customer requirements.
- Develops and maintains a listing of available contracting vehicles and a centralized list of vendor sources that provide a variety of logistics services and products.
- Evaluates logistics policies, procedures, and business practices and develops recommendations to improve or streamline the process to better serve the needs of the customers.

- Develops strategies for implementing new programs or business practices. Uses in-depth knowledge of cross functional logistics management concepts to resolve conflicts that arise from multiple program objectives or program requirements. Assures that new procedures/programs achieve consistency between regulatory requirements and meeting the unique needs of the organizations, customers, and mission.
- Prepares information notices and develops training programs for customers to keep them informed of changes in logistics related policies, practices, and legislation.
- Visits customers to create and update customer profiles, disseminate logistic information, provide on site training, and discuss concerns/problems.
- Visits local markets, identifies vendors and products, and coordinates through Resource Management Division of S/CRS and with the procurement office of State (A/LM/AQM) to establish easy ordering contracts/agreements with vendors.
- Coordinates emergency-order processing for hard to fill orders on an as needed basis and develops alternate sources of goods or services to meet emergency customer needs.
- Networks with other logistic management specialists in and outside the Department especially USAID and DoD to exchange ideas, identify best practices, develop new processes, and address concerns. Liaison with other Government agencies to coordinate/solicit needed support and develop partnerships.

Key Qualifications:

- Extensive knowledge of (two or more of the) laws, rules, regulations, processes, and business practices governing logistics management, traffic management, transportation management, operations of consolidate Receiving Points, US and foreign customs, tender and rate negotiation techniques, acquisitions, supply management, warehousing operations, inventory management, excess property and financial management.
- Knowledge of Department of State's domestic and overseas logistic management programs, operations, procedures and policies.
- Knowledge of Department of State's missions, programs, customers, and organizational relationships along with a good understanding of the State Department's Administrative Bureau's goals and objectives in order to support the Department's diplomatic mission

- Knowledge of program analysis/management techniques in order to evaluate a variety of logistics management programs and customer service initiatives and recommend changes or improvements.
- Written and oral communication skills in order to produce clear and concise reports, policies and guidelines and to make presentations and provide advisory services to management and customers.
- Ability to resolve complex logistics and business problems that impact on the Department foreign policy objectives and conflict with policy and program goals.
- Ability to apply new theories, concepts or policies to logistics programs and problems not susceptible to treatment by accepted logistics methods.
- Ability to secure a secret level security clearance.

Supervisory Controls

The supervisor sets overall objectives for work and informs the employee of resources available. The supervisor and employee in consultation discuss the work to be done, the project scope, and the deadlines for completion. Incumbent is responsible for independently planning, scheduling, and executing assignments and resolving most difficult and unique problems, referring to the supervisor only in the most unusual cases that may have serious implications. Completed work is reviewed by the supervisor for compatibility with the Division of Civilian Response Operations goals, guidelines, and effectiveness in achieving intended objectives.

Work Conditions

Work is primarily sedentary performed in a typical office setting.

Special Requirements

The position requires a secret level security clearance.

Period of Performance

The Logistics Management Specialist will serve at S/CRS/CRO for a 12 month period, from o/a November 1, 2008 through October 31, 2009. The period of performance may be extended.

How to Apply

Please e-mail your resume and cover letter to Tom Bell (bellta@pro-telligent.com)

by November 15, 2008 with “S/CRS CRO Logistics Management Specialist” in the subject line. Finalists will be contacted.